

**MUNSTER BOARD OF PARKS AND RECREATION**  
**5:00 p.m. Regular Meeting**  
**TOWN HALL MAIN MEETING ROOM**  
**Tuesday, November 20, 2018**

***MINUTES***

Park Board Members Present: Robyn Paulsen, Vice President; Dan Repay, Secretary; Ron Ostojic, School Board Liaison; Joe Simonetto, Town Council Liaison.

Park Staff Present: Greg Vitale, Director of Parks and Recreation; Jerry Rosko, Superintendent of Park Maintenance; Barb Holajter, Superintendent of Recreation; Janice Uram, Administrative Assistant.

Others Present: Dave Nellans, Town Council Member.

**1. CALL TO ORDER**

Vice President Paulsen called the meeting to order at 5:00 p.m.

**2. PUBLIC INPUT**

There was no public input. No one from the public was present.

**3. ADMINISTRATIVE MATTERS**

**a. Approval of Park Board Minutes**

November 6, 2018 Minutes

***Secretary Repay motioned with a second by School Board Liaison Ostojic, to approve the November 6, 2018 minutes. The motion carried by a vote of 3 in favor and 0 opposed.***

**b. Confirmation of Park Vouchers**

- i. Park Vouchers Confirmed Register #18-11C Totaling: \$45,332.91  
Fund 204 Parks & Recreation  
Employee Payroll (\$31,159.67+\$14,173.24)

- ii. Park Vouchers Approved Register #18-D Totaling: \$6,643.19  
Fund 204 Parks & Recreation

***Secretary Repay motioned with a second by School Board Liaison Ostojic, to approve Park Voucher Registers 18-11C and 18-11D. The motion carried by a vote of 3 in favor and 0 opposed.***

**c. Reports**

- i. November Board Report

Two of the new door lock system panels at Community Park were damaged recently by vandals. The Department began using a new text marketing app to further advertise park activities and events. A minor vehicle accident caused damage to the retaining wall and some landscaping at Heritage Park. Two park staff members attended the LERN Conference. Centennial Banquets has started an aggressive marketing campaign by going out of the office to get event bookings. The full Board Report was included in the board packet.

- ii. December Event & Activity Calendar  
The calendar was included in the board packet.
- iii. Thank You Email  
The Director shared an email from a resident complimenting the walking path at Beech park.

#### **4. ITEMS FOR DISCUSSION/ACTION**

a. Sunnyside Park Sensory Addition Recommendation

Pictures of each of the sensory amenities for Sunnyside park were presented to the Board. The Director shared information learned at the NRPA conference and from some playground experts on important factors to consider when planning a sensory playground. The amenities were selected with special needs people in mind. The variety of equipment was selected from four different playground vendors. The Director recommended the board approve the purchase of amenities, rubber mulch and fencing, and the installation of the sensory addition at Sunnyside park from multiple vendors at a cost not to exceed \$75,000.

***School Board Liaison Ostojic motioned with a second by Secretary Repay, to approve the purchase of amenities, rubber mulch and fencing, and the installation of the sensory addition at Sunnyside park from multiple vendors at a cost not to exceed \$75,000. The motion carried by a vote of 3 in favor and 0 opposed.***

b. Orchard Park Playground Installation Recommendation

The Board approved the playground purchase for Orchard Park and the equipment has been ordered from Snider Recreation. The installation will cost \$13,160 and is based on the purchase of the playground equipment from Snider. The director recommended the Board authorize the cost for installation of the Orchard Park playground by Snider Recreation in the amount of \$13,160. This purchase includes the playground installation, playground mulch and installation, fabric and slide mats and the installation only of the timber borders.

***Secretary Repay motioned with a second by School Board Liaison Ostojic, to approve the installation of the Orchard Park Playground by Snider Recreation in the amount of \$13,160. The motion carried by a vote of 3 in favor and 0 opposed.***

c. West Lakes Park Playground Recommendation

A price has been negotiated for the West Lakes Park airport themed playground design that was presented to the Board at the last meeting. Including installation, a Konnection Swing, a set of standard playground swings, and certified playground mulch, the cost is \$112,635. Per recommendation in the Master Plan, a walking path will be installed instead of traditional playground borders. The path will give 360-degree access and eliminate the need for weeding around the borders, also recommended in the Master Plan. The Director recommended the Board approve purchasing the playground for West Lakes Park from Snider Recreation in the Amount of \$112, 635.

***Secretary Repay motioned with a second by School Board Liaison Ostojic, to approve the purchase of the West Lakes Park playground from Snider Recreation***

*in the amount of \$112,635. The motion carried by a vote of 3 in favor and 0 opposed.*

d. Resolution 2018-07 Declaring Property Surplus

The chaise lounge chairs at the pool have been replaced, and the old chairs are in good enough condition to be used by another pool facility or the general public. The Director recommended the Board declare the 205 old chaise lounge chairs surplus property and authorize the public sale to the highest bidder. The Director also recommended the Board approve disposal or recycling the chairs that do not sell.

***School Board Liaison Ostojic motioned with a second by Secretary Repay, to declare 205 old Sundance brand chaise lounge chairs surplus and authorize sale by public auction, and further, approve disposal or recycling of the chairs that do not sell. The motion carried by a vote of 3 in favor and 0 opposed.***

e. Resolution 2018-08 Amending Schedule A; Parks and Recreation Fees and Charges

The Superintendent of Recreation discussed the changes to Schedule A, A non-Codified Portion of the Municipal Code, Amending Fees, Charges and Violations, Parks and Recreation Schedule of Fees. The Board was in agreement on the fees, therefore the Director recommended the Board Approve Resolution 2018-08, Amending Schedule A.

***Secretary Repay motioned with a second by School Board Liaison Ostojic, to approve Resolution 2018-08. The motion carried by a vote of 3 in favor and 0 opposed.***

f. Purchase of Golf Ball Washer and Range Ball Dispenser

Per the Scope of Work for the 2017 Bond Issue, a new golf ball washer and range ball dispenser were scheduled to be purchased. The vendor, P & W Golf Supply, requires advance payment for the equipment which requires Board approval as it is not the Town's policy to pay for goods prior to receiving them. The Director recommended the Board approve advance payment to P & W Golf in the amount of \$10,030.22. The vendor has been used in the past and is a reliable vendor.

***Secretary Repay motioned with a second by School Board Liaison Ostojic, to authorize the purchase and advance payment of the 50G Golf Ball Washer and the 10K Ball Dispenser to P & W Golf Supply, LLC in the amount of \$10,030.22. the motion carried by a vote of 3 in favor and 0 opposed.***

5. **ADJOURNMENT**

Vice President Paulsen called for a motion to adjourn.

***School Board Liaison Ostojic motioned with a second by Secretary Repay, to adjourn the meeting. The meeting was adjourned at 6:00 p.m.***